

# SMART Governing Key Goal Review Guide for FY09 Plan

*Carefully review your FY08 Budget Request focusing on **Key Goals**.*

Questions and recommendations to consider while reviewing your key goals:

## 1. Has this goal been accomplished?

- If the goal has been reached, then you are finished with it and should review your agency's next key goal or create a new one for FY09.
- If the goal has not been accomplished, you must decide whether this goal will continue into FY09.

## 2. Will this goal continue into FY09? (Key Goals are based on multi-year timeframes.)

- If your goal was established for FY08 but will not be tracked in FY09, review other key goals or create a new one for FY09.
- If you will continue to track/pursue this goal in FY09, your team will need to update your strategies and FY Impacts, review the objectives, and set new performance targets.

(Remember: Strategies and Fiscal Year impacts are set for one Fiscal Year only.)

- **Reviewing Strategies & Fiscal Year Impacts:**

- Have your strategies been successful in moving towards the goal?
  - If not, work with your team to develop new methods.
- Are you on track to accomplish prior years' strategies?
  - If so, create strategies that continue from last year's strategies.
- Have all critical issues been addressed?
- Have costs for the Fiscal Year been identified?

- **Reviewing Objectives:**

- Do the objectives reflect a complete picture of performance related to the goal?
- Are the targets that you set challenging yet realistic?
- Does *at least* one objective measure the goal directly?
- Are there other essential pieces of performance information that would demonstrate the value of the goal?
- Is there a clear picture of both *quality* and *efficiency* related to the goal?

## 3. Other issues to consider when reviewing a goal:

- Review Goal Verbiage:
  - Does your goal need clarification? Can it be clearly communicated to others outside the agency?
  - Does this help to accomplish the agency's purpose as stated in your agency's mission?
  - Does it reflect customers' and stakeholders' priorities?
- Is it a measurable Goal?
  - Does it have an endpoint?  
For Example:  
**"To decrease traffic fatalities from 1,200 people killed in 2006 to 850 or fewer by the year 2010."** – Dept. of Public Safety
- Consider whether your goal could be used as a strategy to accomplish a larger-scale goal within the agency.
- What priority does this goal have within your agency for FY09?
  - It is important to determine the priorities of your goals so that you can report your agency's key goals in priority order for executive review.